

# **WELCOME TO THE LGeC FAQ/HELP PAGE**

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### [\*\*Contact Information\*\*](#)

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**1. Q. What is Local Government electronic Claims (LGeC)?**

**A. LGeC, in simple terms, is a Web application that will enable claimants and consultants to file mandated cost claims using one of two methods.**

- **Online entry utilizing a series of Web Screens; or**
- **Utilizing a Web Service by Uploading an XML file.**

**2. Q. How do I get access to LGeC?**

**A. Simply select the LGeC User Agreement Form link on the LGeC web page. Download the PDF form and fill out the application and mail it to the State Controller's Office, Local Reimbursement Section.**

3. Q. I have access to LGeC and can't find a certain Mandated Cost Program from the LGeC Application Program selection. When will all the programs be available?

A. LGeC will be releasing all Mandated Cost Programs in 3 phases or rollouts. We are planning to go live with 14 Programs on 11/30/07; and additional 20 programs will be released in 02/29/08; and the remainder are due to come on line by 6/30/08.

4. Q. I forgot my password. How to I get a new password?

A. Simply send an email to [LRSDAR@sco.ca.gov](mailto:LRSDAR@sco.ca.gov) identifying yourself and your organization. An LGeC administrator will contact you and reset your password.

5. Q. How do I navigate to the LGeC Application URL?

A. To access the LGeC application, simply go to the LGeC web page and click on the Gecko icon or go directly to the following web site:  
<https://lgec.sco.ca.gov>

6. Q. What is an XML file and how do I find more information on XML file downloads?

A. XML stands for Extensible Markup Language. XML is a text markup language similar to HTML, but is extensible because the user can define his own program elements or tags.

Click on the Developer Page link under the Testing, Training and Support heading on the LGeC web site. There you will find two XML Technical Documents explaining the concept of an XML file and XML schemas. Also there is a XML Self Certification link to assist you on developing your XML file claims.

7. Q. Will the State Controller's Office still accept paper claims when LGeC goes on line?

A. Yes, the State Controller's Office will accept electronic as well as paper claims. Local governments and school districts will still be able to file claims as they normally do, but are encouraged to utilize the LGeC application.

8. Q. I have access to the LGeC URL. Are there user instructions?

A. Yes, there is an LGeC User's Manual available. Click on *the LGeC User's Manual* link under the LGeC Guidelines and Updates heading on the LGeC web site. If there are further inquiries, simply send an email to [LRSDAR@sco.ca.gov](mailto:LRSDAR@sco.ca.gov) identifying yourself, your organization, and your inquiry.

9. Q. I am completing the LGeC User's Application form and I am deciding what Access Roles are needed for my organization.

A. First let's define each role. There are 3 distinct Access Roles.

**Preparers:** represent the governmental entity's staff. Access is granted to prepare, edit, and/or amend claims; but do not have signature and/or submittal rights. Each preparer works under a single claimant Identification number.

**Consultants:** prepare claims on behalf of one or many governmental entities. Access is granted to prepare, edit, and/or amend claims; but they do not have signature and/or submittal rights. A consultant can work under many different claimant identification numbers.

**Submitter:** represent the governmental authority who has signature and/or submittal rights on claims. They also have full access rights to prepare, edit, and amend claims. Each submitter works under a single claimant identification number.

So it all depends if you are a Claimant or a Consultant. All Claimants are required to have a least one "Submitter" for their district in order to participate in electronic filing. If the claimant prepares its own claims; then they would request *preparer* access roles in addition to a submitter role. If the claimant has a consultant prepare its claims; then just a submitter access role is required. Consulting Organization will always have a "Consultant" access role.

10. Q. What software will I need to use LGeC?

A. To have access to LGeC you need the following:

- A Browser –Internet Explorer (ver 5.0 & up) and most other internet browsers;
- PDF Adobe Reader (ver 5.0 & up) (*free download available*)

11. Q. I am filing my claim electronically using the LGeC system, but I have mandatory documents that need to be attached to the claim. Has the documentation requirements changed?

**A. No requirements have changed. Always refer to your Program's Mandated Cost Claiming Instructions when deciding what supporting documents may be required.**

**If your claim is required to have supporting documents, you may continue to process the claim electronically. After submitting your claim using LGeC, you print a copy of the claim, attach your document, and mail it, as you normally would, to the State Controller's Office. Submitting claims electronically means immediate confirmation that SCO has received your claim information.**

**12. Q. When LGeC goes live, will fiscal years 07/08 be shown so Estimated claims can be made when filing the 06/07 reimbursement claims?**

**A. Yes, claimants will be able to file their 07/08 Estimated claims when they are filing the 06/07 reimbursement claims. This is referred to as a "Dual File Reimbursement with next Year Estimated".**

### **Contact Information**

**If you have further inquiries and questions, please contact the State Controller's Office. Contact information is listed below:**

### **Mailing Address**

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